



College of Health, Education, and Social Transformation

MSC 3AC  
New Mexico State University  
P.O. Box 30001  
Las Cruces, NM 88003-8001 575-646-5858  
hest.nmsu.edu

# Buyout or Overload/Supplemental Hire Request

Use this form to request permission for overload hire, course release, or any significant allocation to alternative funding. For hire or release from specific course/teaching duties, forms will be evaluated on a term-by-basis.

Is this request for release/buyout or an overload hire?

(Please select from the dropdown menu)

## Request Details

Employee:	Home Org:	Start Date:
Proposed Course:	Credit Hrs/FTE:	End Date:
F2F or Online:	Funding Index:	Salary:

### For Buyouts Only:

Remaining Course Assignment Credit Hrs?

Alternative Instructor for Buyout?

Rationale for Request (Provide For All Requests):

Initiator: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_

## HEST Review & Approvals

Additional Remarks:

RBC Program Specialist Review: \_\_\_\_\_

RBC Co-Director Review (as applicable): \_\_\_\_\_

Dean Approval (Required): \_\_\_\_\_